Getting Started…

Professional Service Contracts for Grant management Services

* Submit draft (include Scope and Budget) for review/approval to DHCD ***before*** execution.

Special Conditions Clearance

* Respond to special conditions contained in Attachment to Grant Agreement

Environmental Review Submission to DHCD

* Request for Release of Funds <https://www.hudexchange.info/resources/documents/HUD-Form-701515-Request-Release-Funds-Certification.pdf>
* Copy of Public Notice – (NOI or FONSI) Must show Newspaper Name and Date
* Distribution list of interested parties
* Designation of Environmental Certifying Officer (ECO)
* Environmental determination for each activity
* Checklists for activities if required & supporting documentation
* Site specific review should address items identified in program review for statutory compliance (housing, commercial rehabilitation)

Quarterly Reports –

* Due by the 15th day following the end of the quarter. If not initiated the by the due date, will not be able to access. Final QR due 30 days after end date.
* Though the quarterly report form is only a narrative report, quarterly reporting still includes accomplishment reporting. Must include performance measures and lead paint reporting. (– see Performance Measure Memo for detailed instructions)
* Grantees are expected to update accomplishment statistics on an on-going basis and quarterly at a minimum. There are four quarterly summary reports: Detail Beneficiary; Summary Beneficiary; Housing Units Statistics; Unit of Measure.
* Quarterly reporting also includes updating performance measure information for appropriate activities. (– see Performance Measure Memo for detailed instructions) This will primarily be for housing rehabilitation and public service activities. In general, public social service applicants become beneficiaries the moment they receive a service. Housing rehab clients become a beneficiary at the time the contract is signed between the homeowner and the contractor. For infrastructure projects, beneficiaries can be added when the project is completed.

Extensions –

* Due 30 days before the end of the period of performance of the grant.
* Enter the *new* requested date for the extension in the Extension Date Requested.
* Explain in detail the reason(s) for the extension request. This may be completed in the justification box or attached in a separate document.
* Attach the CEO signed extension form.
* Check certification box

Amendments –

1. Check appropriate box es) and justify the reason(s) for the request. Fully explain the rationale and justification of the amendment. May enter narrative in the box or attach a separate document.
2. Enter changes to the budget on the budget amendment forms. \*Requests to add program income to a grant should be submitted and approved as an amendment prior to the use of the funds.
3. Check the certification box at the bottom of the page.
4. Attach the CEO signed (system generated) amendment form.
5. Make sure that any necessary documents needed to support the amendment request are attached. For instance, if a public hearing were required then the ad and minutes should be attached. If an activity is being added to the grant, then basic project information (and documentation) should be attached, eligibility, national objective, accomplishments, description, ERR.